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Management Improvement



BULLETIN

No. 3 Washington 25, D. C.

June 16, 1949

ARE YOUR SUGGESTIONS ELIGIBLE FOR CASH AWARDS? - YES! (1) If you are an employee of the Department; (2) If your suggestion is adopted anywhere in the PMA or the Department; (3) If your suggestion has resulted or will result in improvement or economy in the operations of any agency of the Department; (4) If the suggestion is not normally expected and required as part of your job. No distinction is made, in the regulations or in the actual practice, as to the types of employees eligible. Every employee in PMA, including the Administrator, unit heads, supervisors and just-plain-employees, is potentially eligible for a cash award for an adopted employee suggestion.

LATEST PMA WINNERS OF CASH AWARDS FOR SUGGESTIONS:

HAROLD W. BRIGHTWELL - IOWA STATE PMA OFFICE - \$825.00. For the development of an improved and cheaper paint formula for painting steel grain storage bins owned by the Commodity Credit Corporation in Iowa and other mid-west states. Brightwell's formula has resulted in estimated savings of some \$200,000.00 during the first year of its use. Award approved April 22, 1949.

JOHN R. HERNANDEY - FISCAL DIVISION, PMA COMMODITY OFFICE, CHICAGO - \$10.00. For developing and installing a record of wiring diagrams and a series of tests applicable to routine IBM machine operations, which resulted in greater accuracy of tabulations, greater ease in training personnel and less difficulty in analyzing machine trouble. Award approved May 12, 1949.

MARY V. CHAMBERS - FISCAL DIVISION, PMA COMMODITY OFFICE, ATLANTA - \$10.00. For her suggestion to eliminate one filing and one posting operation in the handling of "Sick Leave Balance Statements" furnished employees receiving reduction in force notices. By stapling the carbon copy of the Statement of Sick Leave (which was formerly filed in the employee's folder) to the final Time and Attendance Report, eliminates both the filing and required notations on SF-1130. Award approved May 12, 1949.

JOHN J. KAMINSKI AND JOHN A. WIRT - SHIPPING AND STORAGE BRANCH, WASHINGTON, AND HENRY MANN - FISCAL BRANCH, WASHINGTON - \$70.00 EACH. For their development of a specialized salary table for use in the preparation of Form AD-532, "Analysis of Man Months by Work Programs". This table eliminates calculations of salaries and man months worked, which were required when using the old table. By locating in the table, the "number of days worked", the amount of money earned and the percentage of man months (expressed to the nearest tenth) are automatically shown. Use of the new table resulted in a savings of \$7,100. Award approved May 23, 1949.

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INFORMATION FOR ALL EMPLOYEES -- PLEASE POST



- GEORGE G. TORIUMI - FISCAL DIVISION, PMA COMMODITY OFFICE, SAN FRANCISCO - \$30.00. A supplemental award for extension to all applicable commodity offices of his plan to facilitate the posting of obligations and expenditures from Section 32 funds to "allotment" and "subsidiary" ledgers, by the use of existing IBM listings of daily sales under program OC-95a, Dried Fruit. The original award of \$20 was for the application of this plan to the San Francisco Office only. Award approved May 23, 1949.
- J. J. KILLIAN - FISCAL DIVISION, PMA COMMODITY OFFICE, SAN FRANCISCO - \$20.00. For his suggestion that each long distance call be serially numbered, and the serial number for each call be placed on Form AD-102 and the telephone company bill, greatly facilitating the matching of AD-102's with phone bills. Award approved May 23, 1949.
- EMERY R. BLANKS - FISCAL DIVISION, PMA COMMODITY OFFICE, SAN FRANCISCO - \$80.00. For his suggestion for using existing IBM listings, in place of detailed, typed continuation sheets, in support of billings on SF-1080. Award approved May 23, 1949.
- LOUIS H. WEIL - FISCAL DIVISION, PMA COMMODITY OFFICE, CHICAGO - \$55.00. For suggesting a revised plan for filing disbursement vouchers and supporting documents which eliminates one file and consolidates related data in a single folder. Award approved May 23, 1949.
- CHARLOTTE J. OSBORN - FISCAL DIVISION, PMA COMMODITY OFFICE, DALLAS - \$55.00. For suggesting a single master alphabetical file of individual Forms SF-1130, which simplifies reference and eliminates sorting and handling required under former system of filing by geographic and organizational units.
- DAVIS H. WILSON - FISCAL DIVISION, FISCAL BRANCH, WASHINGTON - \$190.00. For his adaptation for use by IBM equipment of a method of progressive digitizing in the calculation of color data used in the color grading of cotton. Mr. Wilson's accomplishment was highly commended by the U. S. Bureau of Standards and the IBM Co., and resulted in a savings of \$6,622.00. Award approved May 23, 1949.

Further information on any of the above suggestions may be obtained by writing the PMA Central Management Improvement Committee, U.S. Department of Agriculture, Washington 25, D. C.